

BEDFORD COUNTY

ASSISTANT COMMONWEALTH'S ATTORNEY

Applications are being accepted for the position of Assistant Commonwealth's Attorney to work in the Commonwealth Attorney's Office located in the Bedford County Courthouse, 123 East Main Street, Bedford, Virginia. Position will start on or after July 1, 2016.

Successful candidate will be responsible for performing difficult professional work as prosecutor for the county, town and the state. Typical duties include: serving as a prosecutor; preparing cases for prosecution; trying cases in General District, Juvenile and Domestic Relations, and Circuit Courts. Candidate should have a thorough knowledge of modern principles and practices of law, state laws, and court decisions applicable to criminal prosecution.

Candidate must possess degree from an accredited law school and considerable demonstrated experience as a practicing attorney. Special requirements: eligibility to practice law in the Commonwealth of Virginia, and possession of any other qualifications as prescribed by state statute. Salary commensurate with experience. Full benefit package.

Position profile and applications are available at: www.bedfordcountyva.gov. Application and resume should be submitted to: Angela Overstreet, 123 East Main St. Suite 302 Bedford, VA 24523 or aoverstreet@bedfordcountyva.gov. Applications will be accepted until 5:00 pm on June 17, 2016. Only interviewed candidates will be notified when position is filled. EOE, ADA

POSITION TITLE:	ASSISTANT COMMONWEALTH ATTORNEY
DEPARTMENT:	Commonwealth Attorney
DIVISION:	Commonwealth Attorney
POSITION NUMBER:	2010
FLSA STATUS / GRADE:	Exempt / 24
CLASSIFICATION:	Professionals
REPORTS TO:	Commonwealth Attorney

GENERAL DESCRIPTION OF POSITION:

Serves as prosecutor; prepares cases for prosecution; trying cases in General District, Juvenile and Domestic Relations and Circuit Courts. Performs difficult professional work as prosecutor for the County, Town, and State; does related work as required. Work is performed under general supervision. Supervision is exercised over clerical staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Prepares and presents cases in the Juvenile and Domestic Relations Court, General District Court and Circuit Court.
 - Substitutes for the Commonwealth's Attorney's General District and Circuit Court as required.
 - Tries criminal and civil offenses brought under County and State Statutes.
 - Reviews cases and charges with law enforcement personnel.
 - Interviews police officers, victims, witnesses and other individuals in preparing cases.
 - Prepares legal research and writing for issues anticipated in criminal trials; prepares discovery responses and bill of particular responses.
 - Provides assistance to citizens and law enforcement officers.
 - Negotiates with opposing counsel; assists colleagues.
 - Accomplishes all tasks as appropriately assigned or requested by management.
 - Participates in employee meetings and training as needed.
 - Performs special projects as assigned.
 - Meets attendance requirements and maintains the highest level of dependability.
 - Consistently demonstrates ability to respond to changing situations in a flexible manner in order to meet current needs, and reprioritizes work as necessary.
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QUALIFICATIONS:

Education / Experience:	Any combination of education and experience equivalent to graduation from an accredited law school and considerable experience as a practicing attorney.
Knowledge / Skills and Abilities:	Thorough knowledge of modern principles and practices of law and of the state laws and court decisions applicable to criminal prosecution; thorough knowledge of legal research and the

	<p>investigation, preparation and presentation of cases for trial; thorough knowledge of legal office procedures, practices and methods; ability to plan and direct the work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to handle difficult trial and appellate litigation; ability to establish and maintain effective working relationships with County and state officials, court officials, members of the Bar and the general public.</p>
Certifications / Licenses:	<p>Eligibility to practice law in the Commonwealth of Virginia and possession of any other qualifications as prescribed by state statute. Must possess a valid Commonwealth of Virginia driver's license, proof of insurance required to drive on county business, and acceptable driving record.</p>
Physical Requirements:	<p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.</p> <p>This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.</p>
Environmental Factors:	<p>Worker is not subject to adverse environmental conditions.</p>
Special / Additional Requirements:	<p>Subject to a complete criminal history background search and drug screening with acceptable results.</p>